



STATE OF MICHIGAN
TERRI LYNN LAND, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

MEMORANDUM

DATE: January 29, 2008
TO: County Clerks
FROM: Michigan Department of State, Bureau of Elections
SUBJECT: Reimbursement for Conducting the January 15, 2008 Presidential Primary

The form needed to claim reimbursement for the costs you incur in administering the presidential primary is attached. Your reimbursement claim must be returned to the following office no later than **April 14, 2008**.

Michigan Department of State
Bureau of Elections
P.O. Box 20126
Lansing, Michigan 48901-0726
Fax: (517) 373-0941

Reimbursement will be provided for expenses incurred by the county for the production of presidential primary ballots and any other reimbursable costs. While you are not required to send receipts with your claim, you are required to retain the receipts on file until January 15, 2014 (six year period). The State retains the right to inspect all receipts maintained in support of your claim at any time during the six-year period. A separate reimbursement form has been sent to each city and township in your county.

Examples of Reimbursable Costs

All claimed expenses must be attributable to the presidential primary. If a special election was conducted in conjunction with the presidential primary, any expenses which are attributable to the special election cannot be claimed. Expenses attributable to the presidential primary which can be claimed include:

- Costs associated with the production of the Republican Party presidential primary ballot and the Democratic Party presidential primary ballot. (The costs associated with the production of "no party declaration" special election ballots are not reimbursable.)
- The cost of supplies and postage.
- The cost of publishing close of registration notices, election notices and public accuracy test notices for the presidential primary (if paid by county).
- Travel and transportation expenses associated with the presidential primary.

- Fees for equipment rentals.
- Wages or per diem payments made to canvassers and temporary employees.
- Election overtime or extra compensation paid to regular employees or officials for handling the presidential primary if it is the county's standard practice to pay overtime or extra compensation to regular employees or officials for handling elections. (Such payments must be authorized as appropriate.)
- Any other miscellaneous expenses associated with the presidential primary.

Examples of Costs Which Are Not Reimbursable

Any costs attributable to the conduct of a special election held in conjunction with the presidential primary cannot be claimed. As noted above, this includes the costs associated with the production of "no party declaration" special election ballots. Other expenses which cannot be claimed include:

- Compensation paid to regular employees or officials (except as noted above with respect to "overtime").
- The cost of new equipment (capital outlay).
- The cost of reusable supplies or equipment.
- Any costs associated with the registration of voters. (A handling fee for specified voter registration applications is provided under a separate reimbursement program.)
- Any costs associated with the establishment of a "permanent absentee voter" mail list for the distribution of absent voter ballot application forms. (This includes the cost of any mailings sent to voters to instruct them on the procedure for adding their names to the "permanent absentee voter" mail list.)

Questions?

Please direct any questions you may have with respect to the reimbursement program to Dave Foster (fosterd2@michigan.gov) or Carol Pierce (piercec1@michigan.gov) of this office. Phone: (517) 373-2540.



STATE OF MICHIGAN
TERRI LYNN LAND, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

**COUNTY REIMBURSEMENT CLAIM FOR
CONDUCTING JANUARY 15, 2008 PRESIDENTIAL PRIMARY**

Instructions

- See accompanying memo for examples of reimbursable and non-reimbursable costs.
- If you have no expenditures in a particular section, enter \$0.00 as your total for the section. If you require additional space in any area, attach additional sheets.
- Do not send receipts with your claim. Receipts must be kept until January 15, 2014 (six-year period).
- Submit claim no later than **April 14, 2008** (see return address at end of claim). Retain a copy for your records.

NAME OF COUNTY _____

- I. BALLOTS:** Itemize as shown below. The costs associated with the production of “no party declaration” special election ballots are not reimbursable.

	Quantity	Cost
AccuVote optical scan ballots:	_____	_____
Optech optical scan ballots:	_____	_____
M-100 optical scan ballots:	_____	_____
Other: _____ (Specify)	_____	_____
	Total	_____

- II. SUPPLIES:** List supplies used in conducting election and paid for by the county (examples: statement sheets, poll books, precinct kits, etc.) The cost of reusable supplies is not reimbursable (examples: ballot containers, ballot bags, etc.).

Listing of supplies (required):

Total _____

- III. TEMPORARY EMPLOYEES:** List number, function, cost, length of employment.

Number, function, cost, length of employment (required):

Total _____

- IV. ELECTION OVERTIME OR EXTRA COMPENSATION PAID TO REGULAR EMPLOYEES OR OFFICIALS:** List number, hours worked, rate. (See “Examples of Reimbursable Costs” in accompanying memo for further information.)

Number, hours worked, rate (required):

Total _____

- V. **BOARD OF COUNTY CANVASSERS:** Itemize number of meetings, costs, etc., relating to canvassing the returns for presidential primary only.

Number of meetings, cost, etc. (required):

Total _____

- VI. **MISCELLANEOUS (INCLUDING PROGRAMMING COSTS):** All claimed items must be listed. May be used for costs related to optical scan and AutoMARK Voter Assist Terminal programming and publishing registration notices, election notices and public accuracy test notices (if paid by county).

Listing of miscellaneous expenses (required):

Total _____

REIMBURSABLE COSTS CLAIMED:

GRAND TOTAL

CERTIFICATION: I hereby certify that the costs listed in this claim are proper charges to the State of Michigan for conducting the January 15, 2008 presidential primary pursuant to the instructions provided by the Department of State. I further certify that the receipts and bills supporting this claim are available in my office and will be retained until January 15, 2014.

_____	_____/_____/_____
(Signature of City or Township Clerk)	(Date)

(Printed Name)	
_____	_____
(Phone Number)	(Email)

RETURN CLAIM TO:

MICHIGAN DEPARTMENT OF STATE
BUREAU OF ELECTIONS
P.O. BOX 20126
LANSING, MICHIGAN 48901-0726
FAX: (517) 373-0941